

Color Country Interagency Type III Teams

2014 Standard Operating Guidelines



TABLE OF CONTENTS

I. TEAM MISSION	3
II. TEAM CHARTER	3
III. TEAM OPERATING NORMS	4
IV. TEAM AVAILABILITY REQUIREMENTS	5
V. MOBILIZATION-DEMOBILIZATION	5
VI. OPERATING GUIDELINES	
A. COMMAND	6
B. MULTI-INJURY / FATALITY / SHELTER DEPLOYMENT EVENTS	8
C. EVACUATIONS	9
D. SAFETY	10
E. FIRE INFORMATION	11
F. FINANCE SECTION	11
G. LOGISTICS SECTION	12
H. OPERATIONS SECTION	13
I. PLANS SECTION	19
VII. APPENDICES	
A. PLANNING MEETING OUTLINE	21
B. OPERATIONAL SHIFT BRIEFING OUTLINE	22
C. LINE OFFICER BRIEFING	23
D. SUGGESTED PRE-ORDER CHECKLIST	25
E. PERSONNEL SUMMARY FORM	26
F. TEAM PERFORMANCE CRITIQUE	27
G. AGENCY LINE OFFICER TEAM CRITIQUE	29
H. DEMOBILIZATION PLAN	30
I. INCIDENT MEDICAL EMERGENCY PLAN	31
J. TEAM ROSTER	33
K. TEAM ROTATION	34

Wildland Fire Leadership, Values and Principles

Values	Principles
Duty	<ul style="list-style-type: none">• Be proficient in your job, both technically and as a leader.• Make sound and timely decisions.• Ensure that tasks are understood, supervised and accomplished.• Develop your subordinates for the future.
Respect	<ul style="list-style-type: none">• Know your subordinates and look out for their well-being.• Keep your subordinates informed.• Build the team.• Employ your subordinates in accordance with their capabilities.
Integrity	<ul style="list-style-type: none">• Know yourself and seek improvement.• Seek responsibility and accept responsibility for your actions.• Set the example.

I. TEAM MISSION

To provide participating Color Country agencies with a Type 3 Incident Management Team(s) (IMT) for the duration of a Type 3 wildfire incident in order to ensure safe, effective and efficient incidents.

II. TEAM CHARTER

The Color Country Interagency Type 3 Incident Management Teams (CCIMT) are organized wildfire management organizations jointly sponsored by Dixie National Forest, BLM, Southern Area Support Area, Fire Division, Arizona Strip BLM, Zion National Parks, Bryce Canyon National Park, Cedar Breaks National Monument, Pipe Spring National Monument, Glen Canyon National Recreation Area, Southern Paiute Agency, Bureau of Indian Affairs, and State of Utah, Division of Forestry, Fire and Stand Lands, Southwest, acting for Kane, Beaver, Garfield, Iron and Washington Counties.

The primary purpose of the IMT is to provide participating agencies with a qualified Type 3 IMT, In accordance with the Interagency Standards for Fire and Aviation Operations (2014 REDBOOK). Particular emphasis is given to providing agency employees with trainee opportunities for all positions within the IMT.

The CCIMTs are comprised of three permanently staffed five person teams (2014 REDBOOK) consisting of an ICT3, OSC3, PSC3, SOF3, and LSC3. These teams may add positions (for example DIVS) depending upon the request of the Incident Commander (IC)/Agency Administrator. Color Country Interagency Fire Center (CCIFC) will dispatch all requested staff from the CCIMT roster to insure that resources are organized and dispatched correctly and efficiently. Alternates for these positions will be requested through CCIFC as needed.

III. AVAILABILITY REQUIREMENTS

GENERAL

Members of Interagency Type III Incident Management Teams will be on alert for alternate two week intervals during the period of early May through mid October. Team members will make **every effort to be available for the period the team is "up"**. Alert runs from Sunday at 0001 hrs., to 2400 hrs. on Saturday of the second week.

SPECIFIC

1. If a team member will not be available during the alert, he/she needs to inform their supervisor on the team AND CCIFC. The team member will be responsible to find a suitable replacement concurrent with IC approval, **prior to the team going on alert.**
2. Once a team member has gone on alert with the team, they will make every effort to be available and in contact with their mobilizing office. If their availability changes for some reason, once the team is on alert, they will immediately notify their Incident Commander so a replacement can be obtained before the team is mobilized.
3. **Mobilization Time.** Each agency Team Member, when activated by CCIFC, **must be enroute within 1 hour** of notification and assemble at the incident's ICP or a staging area designated by the IC or CCIFC.

IV. MOBILIZATION

TRANSPORTATION

Upon receiving an order to mobilize the team, CCIFC will notify the Team IC, Then IC will notify Team Members, giving the mobilization points and time frames. Team Members will notify their supervisors of the Mobilization. Each team member will be responsible for their own transportation.

INDIVIDUAL MEMBERS

When the team is mobilized, each individual team member will receive a resource order from CCIFC. This resource order will include ordering agency and sub-unit, destination and departure time.

DEMOBILIZATION

SCHEDULING

All section chiefs will be looking several operational periods ahead in a continuing effort to assess personnel and resource needs. A tentative list of surplus resources assigned will be provided to Plans in a reasonable timeframe, prior to their being surplus. **(See Demobilization Plan in Appendix H)**

TEAM DEMOBILIZATION

The Team will demobe as a unit unless special circumstances exist. The IC will approve any separate demob of team members, prior to implementation.

PRE-ORDERS

As soon as the team is notified of the mobilization, the IC will contact the incident unit and clear the way for the Logistics Chief to make pre-orders through their dispatch facility. Once the IC has an agreement with the incident unit, he/she will notify the Logistics Section Chief of the arrangements for pre-ordering. **(Refer to Pre-Order Attachment in appendix E)**

V. OPERATING PROCEDURES

A. COMMAND

CONTACTING AGENCY LINE OFFICER

The IC will contact the Agency Line Officer, or the Fire Management Officer (FMO), as soon as possible after the team is ordered. Discuss arrival times, pre-orders, Line Officer briefing and transition period. Brief team on the information gained as soon as practical.

TRANSITION

When the team has arrived at the hosting agency location, the IC will reaffirm to the Line Officer or FMO the time, place and attendance for the Line Officer Briefing. Either before or during the briefing, the IC will negotiate a phase in period and a time for the team to officially take over the incident, (preferably at the start of a shift).

LINE OFFICER BRIEFING

Try to ensure a large enough place to accommodate the entire team for the briefing. Team members will hold questions till after the briefing and then IC can call on each section chief for questions. Keep question and answer period to reasonable length. When other considerations make entire team attendance not practical, the Command and General Staff will attend the briefing. When this occurs, the rest of the team will be briefed afterwards by the Plans Chief or IC.

PLANNING MEETING

The Planning meeting will be held once per day. The Planning meeting will be facilitated by the Planning Section Chief or their acting. It will be kept to 60 minutes maximum in length. Attendance at planning meeting will be Command and General Staff, needed members of each section, Resource Advisor, Agency Crew Coordinators, etc. Rather than limit attendance, we will control the discussion and keep the meeting to the allotted time.

- A. Planning Meetings will be held daily, to share information, discuss problems, critique, etc. The following will be the schedule for the team when deployed on an incident – the IC may adjust as appropriate. **(Use Planning Meeting Outline in Appendix A)**

1700 – Pre-Plan Meeting

1800 – Planning Meeting

2000 – Input Due for Incident Action Plan (IAP)

INCIDENT HAND OFF

Once Operations is projecting control of the incident, the team will determine a demobilization schedule, several days in advance, that will get the resource level down to where the handoff can take place. The schedule will also allow for about a day of "phasing in" with the team that will be taking the incident over. The IC will discuss this schedule, well in advance, with the Resource Advisor and the Agency Line Officer or FMO, to be sure they are comfortable with that schedule and approach. We want to keep the schedule flexible so that we manage it and not let the schedule dictate to us. To ensure a smooth transition, the IC will monitor this period of the incident very closely. (One major caution is not to get "go-home-itis" and try to have the team released too soon. We want to stay however long it takes to get the incident in good shape where the home agency feels comfortable with taking it back!)

TEAM AFTER ACTION REVIEW (AAR)

The IC will schedule and facilitate a team AAR of the teams performance towards the end of the assignment and before the Agency Line Officer Debrief/ IMT Evaluation. All team members and miscellaneous overhead will be invited along with the Resource Advisor. Notes of the critique will be taken by the planning section and distributed to the Command and General Staff as soon afterward as practical.

AGENCY LINE OFFICER DEBRIEF/ INCIDENT MANGEMENT TEAM EVALUATION

The IC will make arrangements as part of the transition schedule, for a debriefing by the hosting agency. This will fulfill the REDBOOK requirement for Incident management team evaluations (11-18, Apendix I). If possible, the entire team will attend the debriefing. However that decision is up to the hosting agency. If they wish, only the Command and General Staff will attend the debriefing. If this occurs, the planning section chief will again be responsible for taking notes at the debriefing so that the information can be shared with the entire team later, either verbally or by copy of the narrative of the debriefing. Each member of the Command and General Staff will be prepared to give a short summary of the activities of their section, concentrating on things that "went well" and things we "need to improve on". It is important that these presentations be kept positive and constructive in tone. **(Use Agency Line Officer Debrief/ IMT Evaluation in Appendix G???) Also the font is bold here but not above – need to be the same.)** The final fire package will be delivered to the hosting agency at the debriefing.

EEO/SEXUAL HARASSMENT

Color Country Incident Management Teams strive to provide a non-intimidating, non-hostile, and non-offensive work environment. In keeping with this policy, the teams will not tolerate sexual harassment from any of its associates. There will be no discrimination on the basis of age, sex, race/color, national origin, religion, or disability. It is expected that all personnel assigned to the incident will act in a responsible fashion and provide a pleasant work environment that is free from descrimination and harassment. It is the responsibility of each supervisor assigned to the incident to insure a clear understanding of this policy with all those they supervise.

The Incident Commander will personally monitor how the team is doing in preventing sexual harassment and fostering equal employment opportunity. This will have the effect of ensuring that we don't have problems. All complaints will be investigated under the direction of the Incident Commander. We will use as much discretion as is possible and still allow all facts to be obtained. Where complaints have been voiced, we may want to order a professional Human Resource Specialist to advise and assist us in dealing with it.

B. MULTIPLE INJURY/ FATALITY/ SHELTER DEPLOYMENT

When an accident occurs which involves multiple victims, a fatality, shelter deployment or other event not covered by the Medical Evacuation Plan, the Division/Group Supervisor shall go directly to the scene to take control of the situation. Treatment and evacuation of the victim(s) shall be per the Medical Evacuation Plan. The Division/Group Supervisor is responsible for ensuring that the Medivac Plan is implemented at the scene.

The Operations Chief and/or Safety Officer will go directly to the scene. Availability and incident activity will inform which of the two can go to the scene. If the Operations Chief is unavailable to respond to the accident scene, the Safety Officer will carry out the Operations Chief's responsibilities. Immediate and clear communication must be established between Operations Chief and the Division/Group Supervisor to determine who can arrive at the scene quickest and establish control of the situation. We direct the DIVS to take control in the paragraph above.

Upon arrival at the accident scene, the responsible party (Division/Group Supervisor or Operations Chief) will take immediate action to move all unnecessary personnel from the scene. These personnel will return to suppression activities or return to camp.

The Emergency Medical Technician (EMT) on the scene will hold the responsibility for emergency medical treatment and movement of the patient(s), but the Division/Group Supervisor is responsible for overall control of the accident scene. Are we ready to adopt the procedures used in the GB?

The Incident Commander or Operations Chief will take immediate action to clear all radio traffic on the incident until such time as a clear channel(s) can be provided to handle emergency traffic. I'd suggest we establish a standard of having two command channels on Type 3 incidents to allow the tactical operations to continue during an incident within and incident that requires a command channel to be cleared for emergency traffic.

The Incident Commander, Planning Section Chief, Logistics Section Chief, will meet the Responding Medical Team at ICP or designated site and stage all accident actions from that point. The Planning Section Chief will assure that an individual is assigned to document all communications regarding the accident. Only those personnel who are essential to the accident operation or communications will be allowed in this area.

The Logistics Section Chief will immediately close all communications out of camp except those necessary for accident operations. What does this mean?

The Planning Section Chief will contact the Agency Administrator, who will notify appropriate agency personnel. If the accident involves a fatality, the Agency Administrator will contact the County Sheriff, Coroner, and the victim's home agency. Most often it is the IC that contacts the AA.

The Planning Section Chief will consult with the Incident Commander and other Team members to determine the need for a Critical Incident Stress Debriefing Team.

AT NO TIME DURING THE ACCIDENT / FATALITY PROCESS WILL NAMES OF VICTIM(S) BE USED OVER RADIO COMMUNICATIONS. NO INFORMATION REGARDING THE ACCIDENT / FATALITY WILL BE RELEASED TO THE MEDIA OR PUBLIC WITHOUT THE APPROVAL OF THE INCIDENT COMMANDER. ALL PUBLIC INFORMATION WILL BE RELEASED THROUGH THE INFORMATION OFFICER.

C. SAFETY

REMEMBER: EACH INDIVIDUAL AND ESPECIALLY SUPERVISORS HAVE AND MUST RECOGNIZE AND CARRY OUT THEIR SAFETY RESPONSIBILITIES!!!

All personnel on an incident will wear personal protective equipment and be trained in the use of fire shelters. This includes anyone who drives, walks, or flies to the fireline.

Constantly review and apply the Watchout Situations and Standard Fire Orders.

The wildland fire environment has four basic hazards: lightning, fire weakened timber (standing and down), rolling rocks, and entrapment by running fire. When these hazards exist, there are two options:

1. Do not enter the environment.
2. Adhere to safe procedures:
LCES--Lookouts, Communications, Escape Routes, Safety Zones

SAFETY IS OF UTMOST IMPORTANCE AND THE NUMBER ONE PRIORITY ON AN INCIDENT!

AUTHORITY

It is understood by all team members that the Safety Officer has the authority, from the IC, to shut down any operation either on the line, in the air or in camp, that he/she considers unsafe. The Safety Officer will work closely with all other sections and team members to correct deficiencies as they are found. With everyone's cooperation, use of the "shut it down" authority will be unnecessary.

PERSONNEL SCREENING

The Safety Officer will assist Plans and Operations in screening crews for time out on fires, need for R&R, physical condition, illness, etc. This information will be used to help schedule R&R, determine which crews to put on easier sections of line, which crews need to be released first, and recommendations on whether crews will be reassigned to another fire or sent home.

Work/Rest Guidelines

The IC is responsible to track work assignment length and adhere to established work/rest guidelines. Guidelines for work/rest assignment length can be found in the Great Basin Mobilization Guide and the NWCG Interagency Incident Business Management Handbook. All rescouces will fill out the personnel summary information sheet. **(See Appendix E for Personnel Summary Sheet)**

MANAGEMENT OF SAFETY FUNCTION

The Safety Officer on a team, will have passed the work capacity test at the required level. That doesn't mean they will spend all their time out on the line. As a member of the Command Staff, he/she is committed to managing a safety program and that may limit their involvement on the line.

Insures that the ICS 206 is filled out on every fire and everyone on the fire is aware of the procedures in case of an medical emergency.

D. FIRE INFORMATION

The Color Country Fire Interagency Public Information Plan will be implemented on all Type III incidents. It is the responsibility of the hosting agency to provide the team with a PIO. Notify the local agency information officer, and have them coordinate media activity with the Incident Commander.

** Information Officer – Duties/Responsibilities **

- Develop Information Strategy
- Coordinate transportation and activities of media
- Public/Media communication plan
- Public information Release
- Contact Permittees
- Community Relations

** This is an optional position that is filled only when Incident Commander (IC) determine the need.*

E. ** FINANCE SECTION **

If necessary the team order may include an Equipment Time Recorder and a Personnel Time Recorder. All incident personnel will report time on a Crew Time Report (CTR) or Emergency Shift Ticket signed and authorized by their immediate supervisor. Each employee and supervisor is encouraged to review hours posted to the FTR at a time that is convenient for them and finance personnel in advance of demobilization.

Teams will follow the current year Color Country Incident Business Management Plan.

All Forest Service Type III Incidents will have an Incident Business Management Advisor Assigned (FS Only). The hosting unit Agency Administrator will be responsible for ordering this Position when they order the Type III Team (REDBOOK 2014).

Any and all claims will be documented by the team and handled by the host agency.

The Finance Section is responsible for the following:

- Develop an operating plan for the Finance Section; Fill supply and support needs.
- Provide input on financial and cost analysis matters.
- Maintain daily contact with agency(s) administrative offices on financial matters, including ADO payoff.????
- Ensure that personnel time records are transmitted to home agencies according to policy.

- Provide the IC with a cost analysis by the end of the second operational period, and then daily afterwards.
- Ensure that obligation documents initiated at the incident are properly prepared and completed.
- Maintain unit log (ICS-214)

** This is an optional position that is filled only when the Incident Commander (IC) determines the need.*

F. LOGISTICS SECTION

The Logistics Section is responsible for the following:

- Responsible for providing facilities, services, and materials (including personnel) to operate the requested logistical support equipment for the incident.
- Food and drinking water are priorities.
- Support the incident tactics as outlined by the Operations Section.
- Determine the need for vehicle fuel. Order fuel truck as appropriate.
- Staffing of the Logistics Section will be commensurate with the incident needs. A Base Camp Manager/Staging Area Manager is often critical to a successful operation.
- Following the initial call from the Dispatch Center, the Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with dispatch prior to leaving for the incident. (See Appendix – Pre-Order).
- Requests for resources/supplies should be given to the LSC on a General Message form.
- All orders for personnel and equipment will be reviewed and approved by the Incident Commander prior to placement of the order.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort will be made to isolate the incident from other local radio systems as rapidly as possible. Logistics, OPS, and CCIFC will assess the need for a NIFC Radio CacheKit?.
- For incident communications purposes, the incident communication center at ICP will be referred to as “*Incident Name ICP*”.
- The incident base camp and the ICP should be co-located to facilitate communication between team members.
- The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core.
- The LSC with the assistance of SOF will ensure an ICS 206 Medical Plan is completed for the incident.
- The LSC will ensure an ICS 205 Radio Communications Plan is completed for the incident. The OSC or local communications technician will assist in this process.
- Locate Medical and Communications Units near each other to facilitate medical evacuation operations.
- The Incident Command Post (ICP) functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas. The briefing area should be identified early; one that is not within the ICP functional area can be protected from traffic, have lighting supplied, and not near any major noise source.

G. OPERATIONS

INITIAL INCIDENT ORDER CHECK

As soon as possible, after the Agency Line Officer briefing, the OSC and PSC will check with the local dispatch for resources ordered, to find out what has been ordered and ETA's on the orders. Information at this point is usually not complete. This will be a "best guess" in some cases but it is vital that key orders for crews, overhead, and equipment, especially aircraft, are completed and put into the system immediately. At this time the team will order any additional resources, through the local dispatch, so it can be ordered prior to leaving town for the incident. Operations and Plans will keep a copy of what is ordered through dispatch, for their information and use.

PHILOSOPHY OF RETARDANT USE

The philosophy on retardant is "use it where and when it will be effective", but don't waste it. Retardant, especially fixed wing retardant is expensive, so our use has to be cost effective. In the early stages of the incident, when the team is trying to get up to speed and functional, the retardant operation will usually be grounded. Once we have our organization functional with communications and an ability to take advantage of the drops, then we will use it as indicated. Orders will be on a mission basis by load. The Air Tactical Group Supervisor (ATGS) will keep the DIVS and the OSC informed as to effectiveness. When it isn't buying anything, the OSC will recommend it be shut down. Where heavy retardant use is anticipated, Check for local concerns such as sensitive species, etc. The Resource Advisor is critical for this.

ORDERING RETARDANT

Division Supervisors have the authority to order retardant/water, either fixed wing or helicopter delivered. The OSC will normally set the priorities at the start of the shift for retardant use, but does not have to approve each retardant order. Orders for retardant support will go direct from the DIVS to the ATGS (if one is assigned) or to the OSC, who will fill the order. In cases where there are competing orders for retardant or doubt as to it being helpful, the OSC will make the final decision.

PRIORITIES - ORDERING RETARDANT

Depending upon the complexity of the incident, or competing demand from other incidents, we may be faced with the issue of mission priorities. To more readily identify incident mission priorities on our incident the teams will use the following priority rating system when requesting fixed wing retardant.

PRIORITY 1 - Initial Attack.

- Imminent threat to life or property. (threatened within 2 hours or response time of aircraft.)

PRIORITY 2 - Threat to Property. (Property is threatened within the next operational period and tactical support is needed to buy time for ground forces)

- Threat to High Value Resources. (Line Officer Protection Priorities.)

PRIORITY 3 - General Tactical Use. (Holding existing containment lines Pretreating ahead of crews, etc.)

Property, public or private ownership, is defined as permanent residences, businesses, administrative sites, developed recreation sites, seasonal residences exceeding the value of one load of retardant, concentrations of logging equipment at landings, historic buildings, important timber bridges, or other properties identified by the Line Officer or IC for protection. While these priorities are intended primarily for prioritizing missions for fixed wing retardant, they may also be applied to orders for tactical helicopter support.

DIRECTING RETARDANT AND BUCKET WORK

For safe and effective use of retardant and bucket operation, have someone at the site that is knowledgeable about these operations. It is the DIVS responsibility to provide an experienced, knowledgeable person at the site to supervise and direct these operations. When the ATGS feels that the on the ground direction is unsatisfactory, he will notify the DIVS and recommend diverting the water/retardant to another area until a more experienced person can be sent to the scene. Maintain close coordination with local Resource Advisor to avoid dropping retardant onto sensitive areas.

MANAGING INITIAL ATTACK RESPONSIBILITIES

In addition to managing the current large fire incident, the Color Country Type III Team may be tasked with providing initial attack (IA) for a designated area on behalf of the local land management agency. Within the IA mission that the team is responsible for, there are several Standard Operating Procedures that you need to be aware of as a Type 4 or Type 5 IC. When this occurs, the OSC will develop an Incident Initial Attack Response Procedure. This shall address the following points:

- 1.) Area of Response (with clear definition of boundaries).
- 2.) IA Requests by Home Unit Dispatch - Procedures.
- 3.) Team Response to IA Request - Procedures.
- 4.) Communications - Frequency Assignments
IA Group Supervisor & Operations
Home Unit Update
- 5.) Coordination with Agency Representative
- 6.) IA Resources Identification - Crews
Overhead
Communications - Radios
Aircraft
Other Equipment
- 7.) Aircraft Use
- 8.) Escaped Fire - Extended Attack

Development of the Initial Attack Plan will begin after the Line Officer's Briefing and will be completed within 24 hours. Copies will be distributed to agency dispatch, the agency representative, communications, plans, logistics, air operations, finance, and the IC

Command and Control:

Once the new fire start has been determined to be within the CCIMT's area of IA responsibility, all suppression actions will be included as part of the on-going incident.

Command and Control of IA within the Team's area of responsibility will be coordinated through the ICP. Your main point of contact will be the OSC or DIVS if assigned.

All logistical support for the fire will be coordinated through the ICP.

All ordering of additional resources will be coordinated through the Operations Section.

The Operations Section will be responsible for coordination with the local dispatch center.

Plans:

The Planning Section will insure that an ICS-214 for IA responsibilities appears in the IAP whenever the team has IA responsibilities.

The Planning Section will assemble IA packets containing:

- Maps of the IA area and a local geographic area map (forest map).
- Location and radio frequencies for the team command repeater and local agency repeaters.
- Color Country Incident Organizers (2 Copies).
- A list of ICP/Operation Section phone numbers.
- Development of IAP's or ICS-214's for ongoing IA or extended attack incidents.

Incident Complexity:

The CCIMT has several expectations of Initial Attack Incident Commander:

Color Country Type III Teams will determine the complexity of the incident based on the Incident Complexity Analysis in Appendix G of the '2014 REDBOOK' or Color Country Incident Organizer. Complexity is based on the organization required to suppress the fire, and span of control. Type 5 incidents are those that typically require 2 to 6 fire fighters, including the IC. Type 4 incidents may have a single module to several resources up to a task force or strike team level of complexity, but is usually limited to one operational period to achieve control of the fire. If an ICT5 w/ 6 fire fighters or less are initially assigned to the incident, and additional resources are ordered, then a Type 4 IC needs to be assigned.

The team may assign a DIVS to oversee IA actions or act as IC.

IC's Responsibilities:

If assigned as an IA IC you should ensure that all assigned IA resources are properly equipped. This would include enough food, water and sleeping bags for the first 24 hours. Additional equipment and supplies can be ordered through the Operations Section.

The first responding IAIC will provide the Operations Section or assigned DIVS with a 'size-up' of the fire, and carry out the ensuing suppression activities using the Color Country Incident Organizer (CCIO).

The CCIO contains the Size-Up Card, ICS-201, and ICS-214 you will need as an IC to manage your incident. The CCIO will be considered the initial IAP for your incident.

It is the IAIC's responsibility to ensure that all resources assigned to your fire have been briefed on the fire situation, tactical assignments, expected fire weather, and communications.

Designated IC's are expected to receive all operational briefings and to brief any assigned resources.

It is the IAIC's responsibility to ensure compliance with the 10 Standard Fire Orders, mitigate any of the 18 Watch Out Situations present on the fire, and ensure LCES is in place prior to engaging.

It is the responsibility of the IAIC to monitor Work/Rest guidelines, and mitigate any exceedences of 2:1. The OSC can approve any mitigation of exceedences of 2:1 during initial attack.

Transition from one IC to another will be done face to face, including hand-over of the CCIO to the in-coming IC.

Once the incident is completed, the CCIO needs to be turned into the Operations Section. After review the Operations Section will give the CCIO to PLANS for inclusion in the final package.

As the IAIC you are expected to be a visible leader and establish positive contact with all resources assigned to your incident. You are expected to 'Name it', 'Claim it', and clearly state 'Commander's Intent' to all assigned resources and the Operations Section.

*** STRUCTURAL PROTECTION GROUP ***

When the Team is assigned to incidents involving the urban/wildland interface or posing a threat to rural homeowners, the OSC may initiate a structural protection group. The IC can appoint a Structural Group Supervisor or designated individual. This position may liason with the local structural protection jurisdiction. The Struture Group Supervisor's initial responsibilities will include:

- 1.) Assessment of Structural Protection Needs.
- 2.) Initial Resource Order. (O.H., Crews, Equipment)
- 3.) Development of Evacuation Plans.
- 4.) Identification of Key Cooperators. (Internal & External)
- 5.) Home Owner Contacts.
- 6.) Standard Position Duties. See the Fireline Handbook.

Implementation of a Structure Protection Group will normally trigger consideration of implementing a Unified Command to ensure representation of other jurisdictions. Depending upon the complexity of the incident, the structural protection qualification of the Designated Individual, and the ICS background of the local jurisdiction, a representative of the local structural protection jurisdiction could be assigned as the Structural Group Supervisor.

** This is an optional position that is filled only when Operations and the Incident Commander (IC) determine the need.*

EVACUATIONS

Actual or potential evacuations are a priority during incident operations. Evacuations are the responsibility of the County Sheriffs Department – reference Color Country Evacuation Plan. In Utah only the Governor has the authority to issue an evacuation. The County Sheriffs Department, CCIFC, Southwest State of Utah FMO, and District Fire Warden must be immediately notified of a impending evacuation. Evacuation should be coordinated through the on scene IMT, Sheriffs Department, and District Fire Warden and local fire agencies. The IC should coordinate the best notification and pre-warning for potential evacuation needs with these entities. The IC may want to appoint an Evacuation Group Supervisor/designated individual to coordinate evacuation efforts. The Evacuation Group Supervisor shall report to the OSC. The Evacuation Group Supervisor or IC will work closely with local law enforcement, fire departments, and emergency managers.

Evacuation Duties/Responsibilities

- Coordinate with County Sheriffs Department and Emergency Management Staff
- Coordinate with local Fire Department
- Coordinate with affected Divisions or Groups
- Develop and communicate trigger points to initiate evacuation. Plan well ahead of expected need.
- Determine time frames to accomplish evacuation.
- Consider using aircraft to assist in locating hidden homes.
- Order additional resources to assist with evacuation (i.e. police, VFD's, local agencies).
- Fire Area:
 - Close off area to public using local law enforcement
 - Watch for unwanted spectators.
 - Identify street address if not listed.
- Evacuees:
 - Ask residents to not lock their doors, leave outdoor lightning on.
 - Know a location to send evacuees. Work with the Sheriffs Department to establish the liasion for this if possible.
 - Note hazardous materials around structures.
 - Consider livestock and pet evacuation.
 - Document residents who refuse to leave the area.
- Traffic
 - Develop and communicate a traffic plan.
 - Turn traffic control over to law enforcement.
 - Consider alternatives to evacuation down narrow roads.
 - Note weight limits on roads and bridges.
 - Advice other units of routes and conditions.
- Remain mobile.
- Document each address contact made.

Update supervisor of progress and needs frequently.

OPERATIONAL PERIODS AND SHIFT BRIEFINGS

During the normal shift cycle, the operational period is from 0600 to 1800 hrs. Shift briefings are held promptly at 0600 hrs. Briefings are conducted by the PSC with input from the Command and General Staff and other team members, (**See Operational Shift Briefing Outline in Appendix B**). Shift briefings are held to 30 minutes and all overhead, Single Resource Boss and above will attend.

EQUIPMENT ORDERING PROCEDURES

Each DIVS will, before 1600, turn in a list of supplies and equipment needed on their division for their next shift to the OSC or LSC as identified in the briefing. This gives the LSC several hours to get gas, pumps, bladder bags, etc. lined out for that shift.

DIVS may be authorized to go direct to Logistics for all supply needs for their divisions. All supply requests for a division will go through the DIVS. Orders for additional personnel or resources such as dozers, engines, etc. will be directed to the OSC by the DIVS.

EQUIPMENT TIMEKEEPING

This area needs continuous emphasis. Division Supervisors must check and ensure that all equipment on their division is either being used or is OFF SHIFT. Division Supervisors will ensure that time slips are accurately signed for equipment and personnel. They may delegate this responsibility to STLD/TFLD and Heavy Equipment Bosses. Equipment Time needs to be turned in at the end of each shift.

*** THE AIR TACTICAL GROUP SUPERVISOR POSITION ***

The ATGS position is responsible for air attack missions, coordination of bucket work, provide aerial scouting as well as air traffic control. The ATGS is a very busy person and is key to our success in safely suppressing the fire. They provide "eyes in the sky" scouting and recon for the DIVS and the OSC. We depend on the ATGS's judgement and advice on the use of buckets, retardant, long lines, sling loads, etc. The ATGS works directly with the OSC and the DIVS. They usually have approval from the OSC to order fixed wing or helicopter retardant drops directly, based on requests from DIVS.

EQUIPMENT INSPECTION

Contract resources need to be inspected prior to being used on an incident and prior to being released from the incident. This should be verified at check-in and demob.

DIVISION SUPERVISOR COORDINATION

Each DIVS. will work through the LSC or the OSC to confirm supply needs for the next shift.

The second item is coordination with the Planning Section. Each DIVS will contact the PSC to be debriefed after each shift.

** This is an optional position that is filled only when Operations and the Incident Commander (IC) determine the need.*

PLANNING MEETING INPUT

The Planning Meeting will be held at 1800 hrs. for preparation of the next days tactical assignments. Division Supervisors will contact the OSC at pre-determined times with input for the planning meeting.

DIVISION SUPERVISOR HINTS

1. Post Shift Debriefing (USE THE AAR FORMAT). Please document these AAR's and forward any information gathered to the OSC.

Discuss and gain feedback from your division personnel on the following:

- a. Specific division assignments
 - b. Radio dissemination and frequencies
 - c. Transportation assignments and availability
 - d. Equipment/tool requirements
 - e. Safety concerns
2. As a DIVS. it is a good idea if you are the first out to the line at the start of the shift to help expedite crew shuttle and equipment needs. After shift you will be last off the line to insure your division has transportation and is headed for camp.
 3. Personnel on the fireline may be compensated for their meal period if all of the following conditions are met: the fire is not controlled (review NWCG definition of "controlled"); and the OSC makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat; and the compensable meal break is approved by the supervisor at the next level; and is documented on the CTR.
 4. Approval is required on all time slips for overhead or crews under your direct supervision. Discuss needed signature on crew time slips with all subordinate supervisors. Make yourself available after shift for time slip approval, or have "mailbox" at the time unit where S/T leaders can leave slips for you to approve.
 5. To aid in discussing and documenting an accurate performance evaluation for overhead on your division, it helps to maintain daily "cuff records" of performance for individuals under your direct supervision.
 6. Assist PSC with assigning specific "drop points", directional signing, etc., as necessary to keep your transportation organized. Coordinate any changes/additions promptly with the PSC.
 7. Talk directly to the OSC and/or appropriate Unit Leaders on a daily basis and discuss what went well and what didn't go so well. Discuss possible solutions.

I. PLANNING

PLANS SECTION OBJECTIVE

To professionally provide service in the collection, evaluation, documentation, dissemination and use of information about the incident and the status of resources. This information is essential to: (1) understand the current situation, (2) predict probable course of incident events, (3) prepare alternative strategies and tactical operations, (4) provide appropriate fiscal and logistical support, and (5) accurately inform the public and document the incident.

GENERAL SCHEDULE

Having a set schedule and holding to it has worked well for CCIMTs. There are times when the schedule needs to be adjusted; however, it will be the exception and must be well announced. Schedules will be clearly posted in PLANS and near chow lines. The general schedule is:

0600-1800 Operational Period

Wakeup at 0500
Feed at 0530
Briefing 0600
Depart for line 0630
Pre-Planning meeting 1700
Planning meeting 1800
IAP Input Due 2000
Dinner 1800-2100

1830-0630 Operational Period

Wakeup at 1730
Feed at 1800
Briefing 1830
Depart for line 1900
Breakfast 0500-0800

Adjustments to this schedule will need to be made for seasonal differences and when only a single shift or a swing shift is deployed. The PSC will facilitate the planning meetings. Planning meetings will be used to determine the tactical assignments of resources for the next operational period. In the course of either meeting it is preferable for Section Chiefs to present discussion from their sections rather than call each individual to speak. Concise, focused, pertinent discussion is required.

CHECK-IN PROCEDURE

Check-in and timekeeping will be co-located whenever possible in the early buildup of resources. The PSC will coordinate Check-In. If necessary the PSC can request a Situation Unit Leader (SITL), Resource Unit Leader (RESL), Status-Check In Recorder (SCKN), or Staging Area Managers.

INCIDENT ACTION PLAN PREPARATION AND DISTRIBUTION

The PSC will have a complete list of all the resources available for the next operational period being planned, as well as a copy of the previous days plan. When completed, the PSC will review and approve the Division Assignment Sheets (ICS 204). It is essential that the IAP be neat, complete and accurate.

During the planning session, Operations will identify tools, equipment and supplies, etc. needed. If the list is short, it will be placed on the Divisions assignment sheet; if it is long it will be attached to the LSC's copy of the plan.

As soon as Division Assignment sheets are completed, a copy will be placed on bulletin boards so interested personnel can see in advance what their assignments may be. It is the

responsibility of the PSC to assure the plan is completed timely and distributed. Several unit leaders need information in the plan as soon as it is available. For instance, the LLSC needs to know which crews need to be awakened at which times; the Food Unit Leader what time to feed who, and any special food needs; the Supply Unit Leader needs time to gather special supplies and make sure assigned crews can be properly tooled; and the Ground Support Unit Leader needs to know which crews are going where, in order to arrange ground transportation. For most of these units, getting a copy of the plan at briefing is too late as costly delays can result.

GATHERING RESOURCE DATA

It is the PSCs responsibility to gather information on existing and incoming resources on the incident. Immediately upon arriving at the incident, the PSC will begin gathering information on resources. The PSC may request a SITL and Field Observers assist in this process. For initial attack resources, it is a good idea to contact the IAIC, in conjunction with the dispatch, find out what has been ordered and the status of incoming resources. Get the Check-in Station set up and have it staffed at all times, order SCKN(s) if necessary. Some resources, especially at the helibase, are difficult to track down. Make arrangements to have this information tracked down for you.

Some resources are difficult to keep track of and need constant, special attention. These include but are not limited to dozers, water tenders, and fallers.. These resources have their own transportation and tend to be independent. It is critical to have someone in Logistics, such as an Equipment Manager, keeping close tabs on the location and status of heavy equipment. Arrange for daily meetings with this person and include them as necessary in the planning sessions. A similar set-up may be necessary for fallers.

DOCUMENTATION

The PSC will be responsible to assemble the IAP and to develop a systematic file of all Incident related records and documents. Order a Documentation Unit Leader if necessary. Each Section Chief will be responsible for submitting all pertinent materials that document the progress of the incident for their section.

All personnel should/will receive a performance rating. (Mandatory on all Dixie National Forest Fires).

All out of area resources and trainees will receive a performance rating. Performance ratings will be collected by the PSC and filed with the Incident Documentation.

DEMOB

The PSC needs to be set up and operational early. It is very easy to slip behind the power curve in this area. Develop the demobilization plan in coordination with the local dispatch office. **(See Demobilization Plan in Appendix H)**

Once the demob plan is approved by the hosting Line Officer, IC, etc. it is posted on bulletin boards. Everyone must remember that conditions of the incident determine the final demobilization date and time of all resources. The Demobilization Checklist (ICS 221) form is then used to assure that all incident considerations for each individual or crew are brought to a proper closure prior to departure.

PLANNING MEETINGS

APPENDIX A

Pre-Planning Meeting (1700) – The pre-plan meeting will take place before the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the OSC, and the PSC will attend the meeting. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day's IAP. The OSC will identify tools, equipment and supplies needed. The information will later be shown on the ICS-204, Division Assignment Sheet. The OSC will review the division assignments and apply the principles of LCES. This meeting may and can be combined with the planning meeting.

Planning Meeting (1800) – A Planning Meeting will be held for each operational period. The PSC will normally facilitate the Planning Meeting. The IC, all Command & General Staff, and agency representatives (including local fire departments) must be present (if they are available) at the Planning Meeting. Resources Advisor(s), Fire Behavior Analysts, local fire department representative may also be available to attend. The objective is to present strategy and tactics, for approval, while keeping the meeting moving, and reach closure on discussion items. The following agenda will be followed:

<u>Action</u>	<u>Responsibility</u>
Introduction	PSC
Briefing on Fire Status	OSC
Set or Review Incident Objectives	IC (ICS-202)
Weather/Fire Behavior Forecast	PSC
Specify Tactics and Resource Needs	OSC (Review of ICS-215)
Safety Considerations – LCES	SOF/OSC (Review of ICS-215a)
Adjust Tactics/Resource Needs	OSC
Resource Availability and Needs	PSC
Logistical Coordination/Considerations	LSC
Concerns/Agree to/Support the Plan	All
Closing	IC

OPERATIONAL SHIFT BRIEFING

APPENDIX B

Operational Period Briefing– A shift briefing will be held for each operational period. The PSC

will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Do not read what is already written in the IAP, but do emphasize important items and needed adjustments. The following will be the agenda for the meeting:

<u>Action</u>	<u>Responsibility</u>
Introduction	PSC
Incident Organization	PSC
Incident Objectives	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	PSC
Plan of Operations for the Period	OSC
Air Operations	OSC
Safety Message	SOF
Logistics Message	LSC
Finance Message	FSC/IC
Agency/Resource	Agency Administrator/Resource Advisor
Closing Comments	IC
Division Mtgs. at Predetermined Locations	DIVS

LINE OFFICER BRIEFING

APPENDIX C

Logistics Questions

- 1) ICP/Base Camp location (expansion room, what's there now)
- 2) Utilities
 - phone
 - power
- 3) Land ownership
 - Agreements for dip sites, staging, camp, helibase, etc.
- 4) Access, Transportation routes
 - Ground Support of line, or helicopter for crews and cargo
- 5) Communication
 - Local frequencies in use, ordered (air/grd)
 - Fireline orders
 - Dispatch/ordering
 - Turnaround times from Great Basin and local caches
- 6) Pre-Orders
 - National Contract orders:
 - Catering
 - Shower
 - Sanitation
 - Dumpster
 - Porta-toilets
 - Potable water
 - Gray water disposal
 - Other Vendors
 - Copier/Fax
- 7) Equipment Agreements - what's out there
- 8) Cooperator's / Agency Liasons
- 9) County Sheriff
 - Security
 - Security needs
- 10) Emergency Medical Facilities - Local EMT/Ambulance
 - Medical Unit needs
- 11) Expected size of incident/number of personnel/duration (# of shifts)
- 12) Expected weather

Other Logistic Section needs:

- 1) Coordinate w/ Finance & Agencys' Administration Officer on agreements, inspections, contracts.
- 2) Coordinate with Expanded Dispatch & Buying Team on orders process.

Other Sections Questions

Plans

Resources on fire, resources ordered, fuels, fire behavior, situation, map current, details, resource values, land ownership, constraints, Land Use Plan, Resource Advisor assigned.

Safety

Hazard Inventory, Medical Evacuation Plan, Resource Condition (crews, days out), fuels, law enforcement, local concerns.

OPS

Fire Behavior, Resources on hand/ordered, current IC, maintaining contact w/ all personnel assigned, Air OPS, Retardant use/effect, water sources, natural barriers, resource values, local situation - constraints, FMP and Resource Management Plan objectives, Resource Advisor assigned, weather, safety, contingency plans, evacuation plans, if needed. Initial attack area and resources if appropriate.

Finance

Contracts, Cost limits (WFDSS), costs to date, equipment on scene and status of inspection, agreements in place, land ownership, mutual aid agreements, special orders, Buying Team, comptroller coordination/contacts.

Information

Resource values at risk/threatened, AirOps, tactics to date, status of fire, local media contacts, local FIO/PA person, social or political interests to date, anticipated.

SUGGESTED CCIMT PRE-ORDER CHECKLIST ***APPENDIX D**

*Verify with IAIC, CCIFC, and Duty Officer on what resources have already been ordered.

Aircraft		
	1 ea	VHF radio frequency
	1 ea	FM Aircraft frequency
	1 ea	ATGS w/Plane and radio
Crews		
	2 ea	Type I crews
	3 ea	Type II /IA crew
	1 ea	10 person camp crew w/transport
Equipment		
	5 ea	Type 6 or Type 4 engines 4x4
	1 ea	Fuel truck min 500 gallons gas/500 gallons diesel w/two hoses
	1 ea	Potable Water Truck 1500-3000
	6 ea	Hand washing stations self contained
	1 ea	One ton stake bed pickup w/operator – prefer agency owned
	2 ea	4x4 pickup or Utility with operators
	1 ea	24' Reefer w/steps
	1 ea	UT-SWS Urban interface trailer
	1 ea	Driptorch trailer
	2 ea	Water Tenders with water
Supplies		
	1 Kt	Color Country Portable Radio Repeater
	1 ea	Color Country Mobile Cache Support Van
	100 cs	Bottled Water
	15 ea	Porta-Potties w/daily service
	1 ea	ADA Porta-Potties w/daily service
	1 ea	Garbage Service with 30 cy total capacity
Overhead		
	2 ea	EMT – Line Qualified (M/F)
	1 ea	MEDL
	1 ea	RADO
	2 ea	SCKN
	2 ea	SOF
	1 ea	EQTR
	1 ea	PTRC
	1 ea	EQPM
	1 ea	DIVS
	1 ea	BCMG
	2 ea	SEC2
	1 ea	RCDM

PERSONNEL SUMMARY FORM**APPENDIX E**

(To be filled out by each resource at Check-in)

1. Resource/Overhead Name? _____
(crew name, individual name, E#, Etc...)

2. Date/hour of arrival? _____

3. Type of Resource: (circle one) Type 1 Type 2 Type 3 Type 4 Type 5 Type 6

4. Number of dispatches this season? _____

5. How many days since your last day off? _____

6. How many days in pay status in last 24? _____

7. Are you adequately rested? _____

8. Did you mobilize from another Incident? Name of previous Incident _____

8. Do you need rest prior to going on shift? Yes No

9. Do you or anyone on your crew have medical problems such as allergies, previous injuries, colds or etc., that we should be concerned about? Yes No

Please Explain the Medical Problem:

10. Have you previously worked with all crew members? Yes No

11. Have you had previous fire experience in this type of country? Yes No

12. Are you comfortable with hot line work in these fuels and terrain? Yes No

13. Home Unit Timekeeper Name _____ Phone # _____

Fax # _____

PRINT NAME _____

TITLE _____

SIGNATURE

DATE

TEAM PERFORMANCE CRITIQUE

APPENDIX F

TO: UNIT LEADERS AND OTHER FIRE OVERHEAD!

Our Incident Management Team want's to do the best job that we can. Here is your opportunity to critique us. Give us your thoughts on how we are doing and what we need to do better. Before you leave the incident, please take a few minutes to complete this critique and then drop it off with the Plans section. We hope to use the comments we get to do a better job next time. Thanks for your input!

Incident Commander

INCIDENT NAME _____ DATE _____

1. How would you rate the treatment you and/or your crew received on this incident?
Excellent Good Fair Poor

Comments? _____

2. How well did the following items meet your needs?

Food-----	Excellent	Good	Fair	Poor
Sleeping Area-----	Excellent	Good	Fair	Poor
Medical-----	Excellent	Good	Fair	Poor
Showers-----	Excellent	Good	Fair	Poor
Sanitation-----	Excellent	Good	Fair	Poor
Time Recording-----	Excellent	Good	Fair	Poor
Commissary-----	Excellent	Good	Fair	Poor
Transportation-----	Excellent	Good	Fair	Poor
Supply-----	Excellent	Good	Fair	Poor

Comments? _____

3. How would you rate the tactics used on the fireline?
Excellent Good Fair Poor

Comments? _____

4. What was your impression of the knowledge level and the effort of your line overhead?

Excellent Good Fair Poor

Comments? (Please give names of individuals that were either outstanding or unsatisfactory) _____

5. How would you rate the team's attitude and efforts toward your safety?
Excellent Good Fair Poor

Comments? _____

6. Did anything really "pull your chain" about how this incident was managed?
Yes No (If yes, please explain)

7. On a scale of 1 to 10, with 10 being the best, how would you rate the overall job this team did on the incident? 1 2 3 4 5 6 7 8 9 10

Comments? _____

8. If you were to pick just one item that you think this team would benefit from concentrating on improving, what would it be?

☐ Initial Rating☐ Final Rating**Incident Management Team Evaluation**

Team IC: _____ Type: _____

Incident: _____ Fire Number: _____

1. Did the Team accomplish the objectives described in the Wildland Fire Situation Analysis (WFDSS), the Delegation of Authority, and the Agency Administrator Briefing (if available)?
Yes No
2. Was the Team cost effective in their management of the incident? Yes No
3. Was the Team sensitive to resource limits and environmental concerns? Yes No
4. Was the Team sensitive to political and social concerns? Yes No
5. Was the Team professional in the manner in which they assumed management of the incident, managed the total incident, and returned it to the hosting agency? Yes No
6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?
Yes No
7. Did the Team place the proper emphasis on safety? Yes No
8. Did the Team activate and manage the demobilization in a timely, cost-effective manner?
Yes No
9. Did the Team attempt to use local resources and trainees, and closest available forces to the extent practical?
Yes No
10. Was the IC an effective manager of the Team and its activities? Yes No
11. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?
Yes No
12. Was the IC aggressive in assuming responsibility for the incident and initiating action?
Yes No
13. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?
Yes No
14. Other comments:

Agency Administrator or Agency Representative_____
Date_____
Incident Commander_____
Date

I. GENERAL INFORMATION:

The Demobilization Plan is developed to facilitate the orderly and cost effective checkout and release of resources on the incident. Release of resources will be declared with **24 hour** advance notice whenever possible. Emergency demobs will be facilitated as needed. By definition, surplus personnel are available for release if they have rested for a minimum of **8 hours**, are cleaned-up, outfitted and a vehicle is ready to depart to their next destination.

II. RESPONSIBILITIES:

Planning Section will provide **each Command & General Staff** with a copy of their list of current resources, with space to plan their estimated 1-3 day release schedule. Please check this list to make sure the information is correct.

Incident Commander will approve release of all critical resources.

Planning Section will provide demob forms and travel information to appropriate **Command & General Staff**.

Resources (crews, engines, helicopters and overhead) are responsible for following checkout process.

Expanded Dispatch will communicate release information back through ordering system.

III. RELEASE PRIORITIES:

1. **HELICOPTERS, CREWS & ENGINES** shall be released based on needs of the Operations Section; local, regional and national needs; and geographic destination.
2. **EQUIPMENT:** Release non-government, privately owned equipment as it becomes surplus.
3. **OVERHEAD:** Consolidate release dates/times within each section as much as possible to facilitate transportation.

IV. RELEASE PROCEDURES:

1. **Section Chiefs** will declare surplus resources to their sections and provide information via **General Message Form** to the **Planning Section Chief** 12-hours in advance. Include date and time the release is effective, position on the incident, and transportation needs. **Section Chiefs** shall ensure that appropriate **Unit Logs** are completed and returned to **Documentation Files**. Performance evaluations will be completed when 1) individual's performance is superior, 2) individual's performance is poor, 3) individual is on a training assignment, or 4) individual specifically requests an evaluation. Copy of evaluations must be returned to **Documentation Files**.
2. **Planning Section Chief** will forward information regarding critical resources demobs to **Incident Commander** for approval.
3. **General Message Forms** will be given to **Expanded Dispatch** for processing and notification to appropriate Dispatch Centers through CCIFC.
4. **Planning Section Chief** will provide checkout forms to **Section Chiefs** for distribution to individuals and crews.
5. **Resources** (crews, overhead, etc.) will follow appropriate checkout procedures and return completed forms to **Plans**.
6. To allow for safe traveling, all **Drivers** must be capable of arriving at their destination prior to 2200 hours and limit driving to 10 hours (DOT) with a break every 2 hours.

Prepared by: _____
Planning Section Chief

DATE: _____

Approved by: _____
Incident Commander

DATE: _____

Approved by: _____
Logistics Section Chief & Expanded Dispatch

DATE: _____

Approved by: _____
Administration/Finance Section Chief

DATE: _____

Approved by: _____
Operations Section Chief

DATE: _____

Injuries

Upon occurrence of an injury on the line, the DIVS will notify the OSC immediately. The OSC will then notify the SOF who will arrange an appropriate medical response. The OPS will coordinate with LSC or the IC to make resources available for a medical transport if needed. The DIVS will coordinate the medical transport with the responding medical team either personally or through the on scene authority.

If the OPS is unavailable on the initial notification, the DIVS will notify the SOF and coordinate any needed medical transportation.

In the event of an injury not on the line (in camp or transportation systems) the LSC will assume management and direct emergency actions. If the LSC is unavailable, the IC will appoint personnel to assume these responsibilities.

Major Incident Emergency Plan

The IC is responsible for all response needed on the incident.

Upon occurrence of a major incident on the line (multiple victims, fatalities, shelter deployment or other event not covered under injuries), the appropriate DIVS will immediately notify the OSC. The OSC will assume management and direct emergency actions. If the OSC is unavailable, the IC will appoint personnel to assume these responsibilities.

In the event of a major incident not on the line (in camp or transportation systems) the LSC will assume management and direct emergency actions. If the LSC is unavailable, the IC will appoint personnel to assume these responsibilities.

In either situation, the SOF will be a direct liaison to the designated emergency management official and the IC.

Notification of the medical emergency will include:

1. Nature of the medical emergency
2. Location on the incident of the emergency by specific reference to IAP map
3. Coordinates and landmarks where possible, include nearest ground transportation drop point and nearest helispot.
4. Authority at the scene, including name of the overhead and EMT personnel
5. DO NOT GIVE NAMES OF INJURED PERSONNEL OVER THE RADIO.

This information will be communicated to the Safety Officer, preferably by cell phone. Information may also be transmitted over the radio from the line, if cell phone is not available.

Upon notification of the medical emergency, the SOF will request medical response to the scene. The OSC or other designated on-scene authority will take immediate action to ensure required personnel are on-scene or enroute, and that all unnecessary personnel are removed from the scene and provided appropriate information and supervision.

The on-scene EMT or responding medical team will be responsible for patient treatment and communication of patient information direct to the SOF.

During a medical emergency, the SOF will communicate with the IC to determine the most appropriate role and location. The OSC or Responding Medical Team may request the SOF to be on-scene.

The SOF or IC will be responsible to clear all radio frequencies necessary for emergency management during treatment and recovery of the patient(s).

The IC will assume a position at the ICP or other location known to the SOF and where immediate contact is available.

As soon as practical, the IC will notify the FSC or the Local Hosting Agency for appropriate compensation and claims documentation.

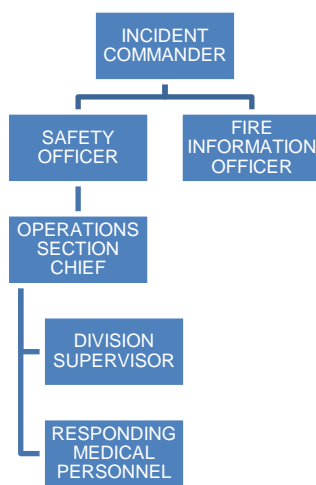
The IC will notify the agency dispatch center of the medical emergency and state actions undertaken. The IC will keep the dispatch center advised of medical emergency management events as they occur.

If the emergency involves a fatality, the IC will immediately notify the Agency Administrator, who will initiate local contacts, including the County Sheriff, Coroner, and employing agency and office of the victim.

No information regarding the medical emergency shall be released outside the incident command organization without prior approval from the IC, through the PIO. The PIO will be the only official representative to the media or other outside inquiries regarding the status of the emergency, patient, or victim.

The PSC will consult with the IC and other IMT members to determine the need for a Critical Incident Stress Debriefing Team.

A MEDICAL EMERGENCY ORGANIZATION WILL FOLLOW THIS EXAMPLE:



TEAM ROSTER**APPENDIX J**

	Color Country Type 3 IMT #1 - Eastep	Color Country Type 3 IMT #2 - Heyder	Color Country Type 3 IMT #3 – Henrie
ICT3	Eric Eastep	Adam Heyder	Chris Henrie
SAFETY (SOFR)	Gregg Christensen Colt Coates(T)	Shawn Peterson Keith Adams(T)	Joe Harris(t) Wayne Peterson(T)
OPERATIONS	Ryan Riddle Chet Hatch	Tyler Brown Jason Porter	Gregg Bartin Ramon Ucha (Shared)
FINANCE	Connie Murdock Lisa Church (T)	Bryan Bracken (AD) Preston Heaton(T)	Colleen Goff Michell Campeau(T)
LOGISTICS	Steve Dodds Melanie Mendenhall	Sheryl Liermann Keith Gustafson (T)	Nick Glidden Jace Lambeth(T)
PLANNING	Patrick Moore Chad Hormam (T)	Rich Jaros Hope Woodward(T)	Branndon Boshell Cory Norman
LINE SUPERVISION	Ryan Shakespear Jeremy Bradley Bode Mecham(T) Dameon Julander (T)	Trevor Frandsen Dan Neilson Bryan Bird(T) Stacie Smith (T)	Skyler Dalton Derek Barton (T) Bryan Bird (Shared)
Medical	Steve Lewis Erin Lytle Marri Braithwaite (Shared)	Steve Lewis Erin Lytle Marri Braithwaite (Shared)	Jeffrey Hunt/Andres Ojeda (T) (shared)

ALTERNATES

Operations	Logistics	Other	ICT3 Trainee List
	August, Bernardo BCMG (t)		Eric Estep
			Chet Hatch
			Jason Porter
			Shawn Peterson
			Jeremy Bradley
			Nick Howell
			Trevor Frandsen
			Tyler Brown
			Joe Harris

2014 TYPE III TEAM ROTATION SCHEDULE**APPENDIX K**

Alert Dates	Team Name	Team Name	Team Name
Activation Order	First Out	Second Out	Third Out
May 23 - June 5	Team 3 (Henrie)	Team 2 (Heyder)	Team 1 (Eastep)
June 6 - June 19	Team 2 (Heyder)	Team 1 (Eastep)	Team 3 (Henrie)
June 20 - July 3	Team 1 (Eastep)	Team 3 (Henrie)	Team 2 (Heyder)
July 4 - July 17	Team 3 (Henrie)	Team 2 (Heyder)	Team 1 (Eastep)
July 18 - July 31	Team 2 (Heyder)	Team 1 (Eastep)	Team 3 (Henrie)
August 1 - August 14	Team 1 (Eastep)	Team 3 (Henrie)	Team 2 (Heyder)
Aug 15 - Aug 28	Team 3 (Henrie)	Team 2 (Heyder)	Team 1 (Eastep)
Aug 29 -Sept 11	Team 2 (Heyder)	Team 1 (Eastep)	Team 3 (Henrie)
Sept 12 - Sept 25	Team 1 (Eastep)	Team 3 (Henrie)	Team 2 (Heyder)